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Class Title: Emergency Response Unit Supervisor  
Organizations/Work Settings: Various Agencies

Class Code: 37225  
Class Established: 12/11/87  
Revised: 07/25/88  
Pay Grade: 22

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**WORK DESCRIPTION:**

Supervises and directs the activities of staff assigned to the hazardous materials response team; coordinates response activities with representatives of other governmental agencies; develops and implements new and/or revised policies and procedures regarding the clean-up, control and disposal of hazardous materials; supervises and/or participates in support and safety activities associated with response to hazardous materials emergencies; drafts legislation relating to emergency response activities.

**WORK CONDITIONS:**

On-call 24 hours per day; exposure to hazardous materials; required to be able to use and/or wear a variety of safety equipment; required to travel and work outdoors extensively.

**SUPERVISION:**

Works under the direction of a Section Manager, and exercises considerable independent judgment within established program parameters, policies and procedures.

**KNOWLEDGES APPLIED:**

Knowledge of the principles and practices of hazardous materials pollution control, as applied to the monitoring and regulation of emergency response and recovery activities.

Knowledge of Federal and State statutes and agency regulations, policies and procedures relating to hazardous materials storage and disposal.

Knowledge of safety practices, procedures and equipment used when responding to hazardous materials spills.

Knowledge of methods, procedures and techniques used in testing and sampling soil, air and water.

Knowledge of the causes and effects of environmental pollution related to hazardous materials.

**WORK RESULTS/PRODUCTS:**

Completed scheduling and prioritizing of work unit activities; completed work unit activity reports; completed technical reports to include hazard assessments, evaluations, and recommendations for mitigation; completed plans for clean-up and disposal of hazardous materials.

**RESPONSIBILITY:**

Timely and accurate response to all hazardous materials emergencies; direct supervision of subordinate professional staff; ensuring compliance with established emergency response and recovery guidelines.

**AUTHORITY:**

Approves/disapproves all project/studies completed within assigned work unit; approves/disapproves new and/or work unit policies and procedures.

**SKILLS APPLIED:**

Skill in work management and work leadership.

Skill in analyzing and evaluating a wide variety of technical data, to include test results, reports and plans.

Skill in the operation and maintenance of a variety of safety, monitoring and testing equipment.

Skill in oral and written communication.

Skill in interpersonal relations, as applied to contacts with representatives of other governmental agencies, other agency staff and the public.

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WORK ACTIVITIES (Characteristic Tasks) - MAJOR and minor:

Class Code: 37225

DEVICES A TIMETABLE, SCHEDULE OR AGENDA FOR ACHIEVEMENT OF WORK OBJECTIVES, COMPLETION OF PROJECTS OR DEVELOPMENT OF CHANGES IN WORK PROCESSES.

RESOLVES PROBLEMS AND QUESTIONS PRESENTED BY SUBORDINATE STAFF REGARDING WORK PROCESSES, POLICIES, ORGANIZATION AND METHODS.

WRITES POLICY AND OPERATING PROCEDURES FOR WORK UNIT, SUBJECT TO GUIDELINES AND REGULATIONS SET FORTH BY SUPERIOR, AND BY LAWS AND REGULATIONS.

DIRECTS, INSTRUCTS AND COUNSELS SUBORDINATE PERSONNEL WHO ARE HIGHLY SKILLED SPECIALISTS CARRYING OUT TASKS REQUIRING CONSIDERABLE JUDGMENT OR CREATIVE EFFORT.

REVIEWS WORK PRODUCTS OR ACHIEVEMENTS OF SUBORDINATES WORKERS; EVALUATES WORK AND FORMULATES PLANS FOR IMPROVEMENT.

DEVELOPS TECHNIQUES AND GUIDELINES FOR UNIFORM EMERGENCY RESPONSE ACTIVITIES; STANDARDIZES REPORTING FORMATS FOR HAZARDOUS MATERIALS MITIGATION AND DISPOSAL.

RESPONDS TO HAZARDOUS WASTE EMERGENCIES; MAY ACT AT SENIOR ON-SCENE COORDINATOR; CONDUCTS FIELD INVESTIGATIONS TO COLLECT NECESSARY DATA.

DETERMINES APPROPRIATE MONITORING AND SAMPLING STRATEGIES; PROVIDES TECHNICAL ADVICE AND ASSISTANCE REGARDING SAFETY OF PERSONNEL AND PROTECTIVE MEASURES; DETERMINES IMPACT AND IDENTIFIES AREAS REQUIRING PROTECTIVE EFFORTS.

COORDINATES THE IMPLEMENTATION OF CLEAN-UP AND DISPOSAL ACTIVITIES; MONITORS ALL ASSOCIATED ACTIVITIES TO ENSURE COMPLIANCE WITH ESTABLISHED PLANS.

INTERPRETS AND EVALUATES DATA COMPILED THROUGH SAMPLING AND MONITORING PROCESSES; MAKES DETERMINATIONS REGARDING ADEQUACY OF MITIGATION ACTIVITIES.

Composes an annual plan of service or program plan.

Testifies of court or in formal hearings as an expert witness.

Composes correspondence dealing with subject matter in ways that call for considerable discretion, judgment and negotiation authority, replying to inquiries, presenting or requesting information.

Performs related work as required.

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MINIMUM QUALIFICATIONS:

Two years of experience equivalent to the Emergency Response Specialist II.

Special Selection Factors:

None.